



September 28, 2000

The Performance Track Information Center  
c/o Industrial Economics Incorporated  
2067 Massachusetts Avenue  
Cambridge, MA 02140

Re: National Environmental Achievement Track Application Form for the United States Postal Service Hartford Process & Distribution Center 141 Weston Street, Hartford, CT 06101-9997

Dear Sir:

Attached please find the Application Form for National Environmental Achievement Track for the United States Postal Service's Hartford Process & Distribution Center. If you have any questions concerning this application do not hesitate to contact me at the address indicated below.

The United States Postal Service looks forward to participating in this Environmental Protection Agency's program.

Sincerely,

A handwritten signature in cursive script that reads "Angelo S. Dispensa".

Angelo S. Dispensa  
District Environmental Compliance Coordinator

cc: Al Lazaroff  
William P. Galligan  
Thomas Castelluccio  
Ron Robbins



***National  
Environmental  
Achievement Track***

***Application Form***

Hartford Processing and Distribution Center

Name of facility

United States Postal Service

Name of parent company (if any)

141 Weston Street

Street address

Street address (continued)

Hartford, CT 06101-9997

City/State/Zip code

Give us information about your contact person for the  
National Environmental Achievement Track Program.

Name Angelo S. Dispensa

Title District Environmental Compliance Coordinator

Phone (860) 610-3326

Fax (860) 610-3330

E-mail adispensa@email.usps.gov

### ***Why do we need this information?***

EPA needs background information on your facility to evaluate your application.

### ***What do you need to do?***

- Provide background information on your facility.
- Identify your environmental requirements.



What do you do or make at your facility?

The USPS Hartford, CT Processing and Distribution Center (PDC) has a staff of approximately 2000 employees. The facility operates 24 hours per day, 365 days per year. The PDC's primary operation involves processing, coding and distribution of Class 1, 2 and 3 letters and parcels. In fiscal year 1999, the Hartford PDC processed approximately 1,270,000,000 pieces of mail. The PDC began operating at the present site in 1976. The site is comprised of 25.7 acres in an area zoned as industrial. The site is covered by buildings totaling 410,000 square feet.

- 2 List the Standard Industrial Classification (SIC) code(s) or North American Industrial Classification System (NAICS) codes that you use to classify business at your facility.

SIC  
4311

NAICS

- 3 Does your company meet the Small Business Administration definition of a small business for your sector?

☐ Yes

☒ No

- 4 How many employees (full-time equivalents) currently work at your facility?

☐ Fewer than 50

☐ 50-99

☐ 100-499

☐ 500-1,000

☒ More than 1,000

## Section A, continued

5 Does your facility have an EPA ID number(s)?

☒ Yes

☐ No

If yes, list in the right-hand column.

CTR000003079

6 Identify the environmental requirements that apply to your facility. Use the Environmental Requirements Checklist, at the back of the instructions, as a reference. List your requirements to the right *or* enclose a completed Checklist with your application.

### FEDERAL

40 CFR 60-63 Air Emissions Regs.

40 CFR 110 Discharge of Oil

40 CFR 112 Oil Pollution Prevention

40 CFR 122 NPDES Regs.

40 CFR 141 Nat'l Primary Drinking Water Standards

40 CFR 260-265 Hazardous Waste Management

40 CFR 279 Used Oil Management

40 CFR 280-281 Underground Storage Tanks

40 CFR 370-372 Haz. Chemical Release Reporting

Select Federal Executive Orders

### STATE RCRA Title 22A

Chpt. 430: Water Pollution Control Regs.

Chpt. 209: Solid Waste Management Regs.

Chpt. 241: Mandatory Recycling Regs.

Chpt. 449C: Hazardous Waste Mgt. Regs.

Chpt. 449D: UST Regs.

Chpt. 174: Abatement of Air Pollution

7 Check the appropriate box in the right-hand column.

☒ I've listed the requirements above.

☐ I've enclosed the Checklist with my application.

8 Optional: Is there anything else you would like to tell us about your facility?

The Hartford CT PDC is currently participating in the USEPA NE StarTrack Program. The USPS Hartford VMF and PDC were the first federal facilities to partner with the USEPA in this program back in 1998.

**Why do we need this information?**

Facilities must have an operating Environmental Management System (EMS) that meets certain requirements.

**What do you need to do?**

- Confirm that your EMS meets the Achievement Track requirements.
- Tell us if you have completed a self-assessment or have had a third-party assessment of your EMS.

# Section B

*Tell us about your EMS*

- 1 Check **yes** if your EMS meets the requirements for each element below as defined in the instructions.

- a. Environmental policy ☒ Yes
- b. Planning ☒ Yes
- c. Implementation and operation ☒ Yes
- d. Checking and corrective action ☒ Yes
- e. Management review ☒ Yes

- 2 Have you completed at least one EMS cycle (plan-do-check-act)? ☒ Yes

- 3 Did this cycle include both an EMS and a compliance audit? ☒ Yes

- 4 Have you completed an objective self-assessment or third-party assessment of your EMS? ☒ Yes

If yes, what method of EMS assessment did you use?

☒ Self-assessment

☐ GEMI ☒ Other

☐ CEMP      USPS Northeast Area  
Standards which combine CEMP, ISO and USPS  
Quality Standards, validated as part of EPA-NE  
StarTrack Program

☒ Third-party assessment

☐ ISO 14001 Certification

☒ Other      see above

*Ronald Rablinski*  
*12/6/00*

**Why do we need this information?**

Facilities must show that they are committed to improving their environmental performance. This means that you can describe past achievements and will make future commitments.

**What do you need to do?**

Refer to the Environmental Performance Table in the Instructions to answer questions 1 and 2.

**Section C**

*Tell us about your past achievements and future commitments*

- 1 Describe your past achievements for at least two environmental aspects. If you need more space than is provided, attach copies of this page.

**Note to small facilities:** If you qualify as a small facility as defined in the Instructions, you are required to report past achievement for at least one environmental aspect.

**First aspect you've selected**

*Ronald Robbins 12/4/00*

What aspect have you selected?	What was the previous level (2 years ago)?		What is the current level?	
	Quantity	Units	Quantity	Units
Waste : Hazardous Waste Reduction	94 in FY 1992	gallons	4 in FY 2000	gallons
<p>i. How is the current level an improvement over the previous level?</p> <p>96% to 100 % reduction in the generation of hazardous waste paint and solvent over past 8 years.</p> <p>ii. How did you achieve this improvement?</p> <p>Modified process for mailbox maintenance, used up existing paint and order only what is needed. The four gallons generated this past year was from a house cleaning event and was not a process waste.</p>				

**Section C, continued****Second aspect you've selected**

What aspect have you selected?  Materials Use: Reduction in Hazardous Materials Use	What was the previous level (2 years ago)?		What is the current level?	
	Quantity 255 in FY 1992 0 in FY 1998	Units pounds	Quantity 0 in FY 2000	Units pounds

*Ronald Robbins 12/6/00*

i. How is the current level an improvement over the previous level?  
100 % reduction in the generation of spent hazardous parts washing solvent.

ii. How did you achieve this improvement?  
Modified cleaning procedure whereby parts washing sinks no longer needed.

- 2 Select at least four environmental aspects (no more than two from any one category) from the Environmental Performance Table in the instructions and then tell us about your future commitments. If you need more space than is provided, attach copies of this section.

**Note to small facilities:** If you are a small facility, you are required to make commitments for at least two environmental aspects in two different categories.

**First aspect you've selected**

- a. What is the aspect?
- b. Is this aspect identified as significant in your EMS?
- c. What is the current level? You may choose to state this as an absolute value or in terms of units of production or output.

Water Use: Total Water Use

☒ Yes ☐ No

☐ Option A:  
Absolute value

☒ Option B:  
In terms of  
units of production  
or output

(Quantity/Units)

22.37 gallons per sq. ft. of  
building  
(Quantity/Units)

d. What is the improvement you are committing to over the next three years? You may choose to state this as an absolute value or in terms of units of production or output.

☐ Option A:  
Absolute value

(Quantity/Units)

☒ Option B:  
In terms of  
units of production  
or output

20.14 gallons per sq. ft. of  
building  
(Quantity/Units)

e. How will you achieve this improvement?

Reduce water consumption through installation of water conserving devices and implementation of water conservation practices.

### Second aspect you've selected

a. What is the aspect?

Air Emissions: Emissions of Greenhouse Gases

b. Is this aspect identified as significant in your EMS?

☒ Yes ☐ No

c. What is the current level? You may choose to state this as an absolute value or in terms of units of production or output.

☒ Option A:  
Absolute value

1554 tons of solid waste  
per year in FY 1999  
(Quantity/Units)

☐ Option B:  
In terms of  
units of production  
or output

(Quantity/Units)

d. What is the improvement you are committing to over the next three years? You may choose to state this as an absolute value or in terms of units of production or output.

☒ Option A:  
Absolute value

1800 tons of solid waste  
per year  
(Quantity/Units)

☐ Option B:  
In terms of  
units of production  
or output

(Quantity/Units)

e. How will you achieve this improvement?

Over the past several years the Hartford PDC has been capturing more of its solid waste (i.e. undeliverable standard mail and white paper) stream from the CT District so that it can be recycled. Recyclable third class mail that cannot be delivered is collected from PDC operations and numerous Post Offices in the Hartford Area. The more effective the program becomes the greater the reduction in green gases generated from producing new paperstock. Calculations will be performed jointly with USEPA WasteWise staff and will be provided to EPA before January 1, 2001.



**Third aspect you've selected**

- a. What is the aspect?
- b. Is this aspect identified as significant in your EMS?
- c. What is the current level? You may choose to state this as an absolute value or in terms of units of production or output.
- d. What is the Improvement you are committing to over the next three years? You may choose to state this as an absolute value or in terms of units of production or output.
- e. How will you achieve this improvement?

Waste : Total Solid Waste

☒ Yes ☐ No☒ Option A:  
Absolute value191 tons of corrugated  
cardboard recycled per  
year  
(Quantity/Units)☐ Option B:  
In terms of  
units of production  
or output  
(Quantity/Units)☒ Option A:  
Absolute value200 tons of corrugated  
cardboard recycled per  
year  
(Quantity/Units)☐ Option B:  
In terms of  
units of production  
or output  
(Quantity/Units)Reduce the amount of incidental cardboard that is being  
disposed of as waste by capturing additional material  
from truckers and mailers.**Fourth aspect you've selected**

- a. What is the aspect?
- b. Is this aspect identified as significant in your EMS?
- c. What is the current level? You may choose to state this as an absolute value or in terms of units of production or output.
- d. What is the improvement you are committing to over the next three years? You may choose to state this as an absolute value or in terms of units of production or output.

Materials Use: Recycled/Re-Used Materials Use

☒ Yes ☐ No☒ Option A:  
Absolute value65,000 pounds virgin  
paper used per year in  
1999  
(Quantity/Units)☐ Option B:  
In terms of  
units of production  
or output  
(Quantity/Units)☒ Option A:  
Absolute value25,000 pounds virgin  
paper replaced with  
recycled content paper  
(Quantity/Units)☐ Option B:  
In terms of  
units of production  
or output  
(Quantity/Units)

a. How will you achieve this Improvement?

Reductions in the amount of virgin paperstock used by the USPS will help in decreasing demand for forestry products and thus reduce the impacts this industry has on the environment. It will also help close the loop and further reduce greenhouse gas emissions.

**Why do we need this information?**

Facilities must demonstrate their commitment to public outreach and performance reporting. You should have appropriate mechanisms in place to identify community concerns, to communicate with the public, and to provide information on your environmental performance.

# Section D

*Tell us about your public outreach and reporting.*

**What do you need to do?**

- Describe your approach to public outreach.
- List three references who are familiar with your facility.

*Ronald Robbins 12/6/00*

1 How do you identify and respond to community concerns?

In regards to environmental issues, the USPS will forward any concerns from the community to the District Environmental Compliance Coordinator (DECC). The DECC will respond to these concerns via phone or mail.

2 How do you inform community members of important matters that affect them?

In the past, the USPS has provided the community with brochures on environmental issues, provided environmental staff to assist with educational programs and workshops offered by the CTDEP and invited community members into the facility for a hands on learning experience. As a Performance Track participant, the USPS would continue to support/educate community members on environmental issues.

3 How will you make the Achievement Track Annual Performance Report available to the public?

- ☐ Website [www.usps.gov](http://www.usps.gov)
- ☒ Newspaper
- ☐ Open Houses
- ☒ Other

Copies of brochures, progress reports and other documents can be obtained by calling Angelo Dispensa at 860 610-3326 or Ron Robbins at 860 285-7197.

- 4 Are there any ongoing citizen suits against your facility? ☐ Yes ☒ No

If yes, describe briefly in the right-hand column.

5 List references below

	Organization	Name	Phone number
<i>Representative of a Community/ Citizen Group</i>			
<i>State/Local Regulator</i>	CT Dept. of Environmental Protection	Arthur J. Rocque, Jr. Commissioner  Judy Prill	860 424-3001
<i>Other community/local reference</i>			

# Section E

## *Application and Participation Statement.*

On behalf of Hartford Processing and Distribution Center  
[my facility],

certify that

I have read and agree to the terms and conditions, as specified in the *National Environmental Achievement Track Program Description* and in the *Application Instructions*;

I have personally examined and am familiar with the information contained in this Application (including, if attached, the Environmental Requirements Checklist). The information contained in this Application is, to the best of my knowledge and based on reasonable inquiry, true, accurate, and complete, and I have no reason to believe the facility would not meet all program requirements;

My facility has an environmental management system (EMS), as defined in the Achievement Track EMS requirements, including systems to maintain compliance with all applicable federal, state, tribal, and local environmental requirements, in place at the facility, and the EMS will be maintained for the duration of the facility's participation in the program;

My facility has conducted an objective assessment of its compliance with all applicable federal, state, tribal, and local environmental requirements, and the facility has corrected all identified instances of potential or actual noncompliance;

Based on the foregoing compliance assessment and subsequent corrective actions (if any were necessary), my facility is, to the best of my knowledge and based on reasonable inquiry, currently in compliance with applicable federal, state, tribal, and local environmental requirements.

I agree that EPA's decision whether to accept participants into or remove them from the National Environmental Achievement Track is wholly discretionary, and I waive any right that may exist under any law to challenge EPA's acceptance or removal decision.

I am the senior facility manager and fully authorized to execute this statement on behalf of the corporation or other legal entity whose facility is applying to this program.

Signature/Date

*William C. Galligan* 9/27/00

Printed Name/Title

William Galligan  
Lead Plant Manager  
Hartford PDC

Facility Name

Hartford Processing and Distribution Center

Facility Street Address

141 Weston Street  
Hartford, CT 06101-9997

Facility ID Numbers

RCRA Generator No. CTD000003079

The National Environmental Performance Track is a U.S. Environmental Protection Agency program. Please direct inquiries to 1-888-339-PTRK or e-mail [ptrack@indecon.com](mailto:ptrack@indecon.com). Mail completed applications to:

The Performance Track Information Center  
c/o Industrial Economics Incorporated  
2067 Massachusetts Avenue  
Cambridge, MA 02140